



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

HEADQUARTERS III CORPS AND FORT HOOD  
FORT HOOD, TEXAS 76544-5028

AFZF-RM-ACAD (420-47)

20 Jun 96

### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Recycle Buy Back Incentive Program (RBBP)--Memorandum of Instruction (MOI)

1. **Purpose.** To establish procedures for the RBBP.
2. **Scope.** Information applies to every III Corps and Fort Hood organization.
3. **References.** Approval for disposition of recycle funds in incentive programs is provided in DOD Instructional Pamphlet No. 4715.4, dated 18 Jun 96.
4. **Discussion.** Responsibilities for each segment of the incentive are:
  - a. DPW, Recycle Center: Provide all equipment and workforce, weights tonnage, and maintains listings by unit verifying total pounds delivered to the center.
  - b. Business Manager, Recycle:
    - (1) Verify quarterly transfer of recycle funds to contributing unit's Morale, Welfare and Recreation (MWR) account and ensure all unit accounts are zero on the first day of each quarter.
    - (2) Provide quarterly program status to proper environmental or recycle coordinators.
    - (3) Brief Recycle Council on the incentive program.
  - c. ACoS, Resource Management. Ensure proper documentation is received and processed by Defense Accounting Office and checks mailed (with individual unit listings) to MWR.
  - d. MWR: Record funds received from recycle program to each unit account and ensure availability of funding upon receipt of valid requests.
  - e. Units:
    - (1) Collect recyclable material from unit, administrative, and billeting areas.

AFZF-RM-ACAD

SUBJECT: Recycle Buy Back Incentive Program (RBBP)--Memorandum of Instruction (MOI)

(2) Sort recycle materials in the following classes of commodities: computer paper (100-percent computer with no ground wood), white paper (100-percent white), office pack (60- to 80-percent white paper with no Kraft, newspaper, or fluorescent colored paper), mixed paper (less than 20-percent white paper), newspaper (with magazines and slicks included in the newspaper), technical manuals, field manuals, Army regulations (with covers removed and less than one-fourth-inch thickness), cardboard, aluminum cans, steel cans (less than 1 gallon), glass containers (green, clear, amber, with no late glass or windshields), and plastic containers (soda, milk, and mixed HDPE#2), and military maps (shredded maps only, shredder provided by the recycle center).

(3) Deliver commodities to the Recycle Center (Bldg 4621, south end of 72<sup>nd</sup> Street). House of operation are 0730-1600, Monday through Friday.

(4) No requirement for turn-in documentation. However, units should maintain copies of weigh tickets.

(5) Do not remove any type of material from Solid Waste Management Contractor's containers (green dumpsters).

## **5. General.**

a. Incentive program's goal is to encourage the units to collect and deliver maximum tonnage to the Recycle Center. The primary benefit of the program is a prolonged life of Fort Hood's landfill.

b. A secondary benefit of the incentive program is to reward units for their participation.

c. Units must understand that each quarter is independent. Tonnage accounts at the recycle center are zeroed at the end of each quarter and each unit account begins the new quarter with zero.

d. Funds distributed to units are based on:

(1) The amount of valid and sorted material delivered to the recycle center during the quarter.

(2) The deposit to each account is a simple arithmetic equation of: percentage of the average price received by unit X tonnage delivered to the center.

AFZF-RM-ACAD

SUBJECT: Recycle Buy Back Incentive Program (RBBP)--Memorandum of Instruction (MOI)

(3) Accounts of \$5.00 or less will not be paid.

6. For assistance and registration in RBBP, contact the DPW Recycle Center, 287-6732 or 287-2336.

7. POC is Mr. JayCee W. Turnquist, 287-2336.

FOR THE COMMANDER:

*Original Signed*

DANIEL R. ZANINI  
Brigadier General, USA  
Chief of Staff

DISTRIBUTION:

IAW FH Form 1853: A